

ATTORNEY

Description of Work: Independently provides the full range of legal services and advice with respect to the formulation, coordination, revision, and execution of agency programs. Provides hands-on counsel to all levels of executive staff. Consults with top management with respect to the legal implications of actions underway or proposed. Offers recommendations and alternatives in response to these implications and how they might affect policy or programs. The legal services that attorneys perform as advisors, writers, negotiators or advocates to the agency may include: advising about their rights and obligations; negotiating on behalf of the agency; reviewing and drafting legal documents, memoranda, opinions, legislation and administrative rules; preparing legal research; and administering contracts. Attorney is responsible for identifying and analyzing legal issues, drafting key documents, presenting clear recommendations, and assuring legal compliance. Assists in protecting the agency's legal interest and maintaining operations within the scope established by law.

An attorney progresses through the functional competencies by demonstrating that the attorney has the legal skills and abilities needed to handle increasingly complex legal assignments and cases, and, in fact, is handling increasingly complex legal assignments and cases. Throughout this Profile, when determining the complexity of a legal assignment or case, a number of factors should be considered including: the legal issues involved, the existence of defined precedent, and the jurisprudential significance of those issues to the agency; public policy concerns and the consequences of an adverse result; the sophistication and number of forums involved; the sophistication and number of parties involved; and the level of creativity and original thinking required in the analysis of the case.

Functional Competency	Definition
Professional Knowledge	Demonstrated legal knowledge and the ability to expand that knowledge through research; demonstrated understanding of the law and legal principles necessary to provide legal services to the Department and understanding of developments and trends in areas of practice; demonstrated ability to identify and gather information from legal and related sources.
Consultation	Demonstrated ability to provide independent legal advice and counsel; demonstrated understanding of department programs, organization and culture.
Communication Skills	Demonstrated ability to convey oral and written information to individuals and groups effectively.
Leadership and Collaboration	Demonstrated skills and abilities needed to coordinate, facilitate and participate in a collaborative approach to the completion of legal tasks or assignments.

Competency Profile

Professional Knowledge

Demonstrated legal knowledge and the ability to expand that knowledge through research; demonstrated understanding of the law and legal principles necessary to provide legal services to the Department and understanding of developments and trends in areas of practice; demonstrated ability to identify and gather information from legal and related sources.

Contributing	Journey	Advanced
Satisfactory level of legal knowledge of practice area and procedural knowledge necessary to provide basic legal. Identifies legal issues, conducts legal research, and analyzes the law. Conducts factual research, gathers and analyzes information from related sources. Monitors and reviews litigation strategies and appellate briefs.	Comprehensive understanding of the laws and principles governing one or more areas of practice; follows developments and trends in areas of practice. Conducts legal research and analyzes the legal issues in moderately complex issues. Conducts factual research, gathers and analyzes information from related sources in moderately complex issues. Monitors and reviews litigation strategies and appellate briefs involving moderately complex facts or issues.	Highest level of legal knowledge applicable to providing a broad range of legal services to the Agency and State; serves as a professional resource to Agency Head, other supervisory personnel, peers and staff attorneys at the Department of Justice. Conducts legal research and analyze the law in novel or complex issues. Conducts factual research, gathers and analyzes information from related sources in novel or complex issues. Monitors and reviews litigation strategies and appellate briefs involving novel or complex facts or issues.

Competency Profile

Consultation

Demonstrated ability to provide independent legal advice and counsel; demonstrated understanding of client programs, organization and culture.

Contributing	Journey	Advanced
Understanding of agency programs and organizational structure. Effectively responds to questions and inquiries involving well-established legal issues and effectively conveys consequences of decisions. Identifies legal issues and counsel accordingly. Drafts informational letters and advisory letters. Assists in drafting and reviewing routine documents. Drafts technical amendments to existing statutes and rules without altering the fundamental legal framework of the Department's program. Develops or updates and delivers training programs in established areas of law. Hears disputable issues or policy concerns and reports relevant findings to higher level attorneys.	Broad understanding of agency programs, objectives and relationship to other work units within agency. Finds creative solutions to questions and inquiries involving moderately complex legal issues. Understands and anticipates legal issues with significant ramification and counsels accordingly. Drafts informational letters, advisory letters and advisory opinions on moderately complex legal issues. Assists in drafting and reviewing moderately complex documents and determine the legality of policies and procedures. Drafts amendments to statutes and rules that may alter the legal framework of agency programs. Modifies, develops and delivers training programs to managers, supervisors, employees, the public, practitioners or managers setting goals and using problem-solving and decision-making skills to assess progress toward agency goals. Hears disputable issues or policy concerns involving moderately complex situations and works immediately with division director to reach solution or take action.	Comprehensive understanding of multiple aspects of agency and related programs. Comprehensive understanding of other state and local criminal justice and public safety programs. Finds creative solutions to questions and inquiries involving novel or complex legal issues. Understands and anticipates legal issues with major ramification and counsels accordingly. Drafts advisory letters and formal opinions on novel or complex legal issues. Assists in drafting and reviewing complex documents and calculate short term and long term legal impact of documents upon Agency and the State. Drafts statutes and rules, and amendments thereto, which have a broad impact on programs or create new agency programs. Identifies training needs on emerging issues, develops and delivers programs to managers, supervisors, employees, the public, practitioners and policy makers. Advises and assists agency head in reaching appropriate resolution of disputable issues or policy concerns involving situations that may have program impact

Communication Skills

Demonstrated ability to convey oral and written information to individuals and groups effectively.

Contributing	Journey	Advanced
Expresses basic legal concepts and related facts in a clear, concise and organized manner. Writes clear, concise and organized legal documents, letters and memoranda addressing basic legal concepts and facts.	Expresses moderately complex legal concepts and related facts in a clear, concise and organized manner. Modifies delivery, language or content to account for the characteristics and needs of the audience. Writes clear, concise and organized legal documents, letters and memoranda addressing moderately complex legal concepts and facts.	Expresses novel or complex legal concepts and related facts in a clear, concise and organized manner. Modifies delivery, language or content to account for the characteristics and needs of the audience. Responds to probing and critical inquiries. Writes clear, concise and organized legal documents, letters and memoranda addressing novel or complex legal concepts and facts. Communicates with other agencies/departments to ensure conveyance of coordinated response to individuals, groups, and constituents.

Leadership and Collaboration

Demonstrated skills and abilities needed to coordinate, facilitate and participate in a collaborative approach to the completion of legal tasks or assignments.

Contributing	Journey	Advanced
Directs and guides personnel assigned to assist the attorney in the handling of a legal assignment or case; reviews work completed and provides feedback in a constructive manner.	Coordinates and facilitates work teams assigned to handle moderately complex cases; determines skills and abilities of work team, monitors process, and ensures objectives are accomplished. Shares knowledge and serves as a coach or mentor to other attorneys.	Coordinates and facilitates work teams assigned to handle novel or complex cases. Influences and directs legal services and advice provided by assigned staff attorney generals.

BEHAVIORAL COMPETENCIES

Organization and Case Management	Utilizes available time, personnel and resources to complete assigned work effectively and efficiently.
Judgment and Decision Making	Identifies and understands opportunities, issues and problems; weighs alternative solutions and chooses appropriate course of action to resolve problems; knows when to use verbal or written communication.
Professionalism	Adheres to the Rules of Professional Conduct; in accordance with those Rules, zealously asserts the client's position and demonstrates respect for the legal system; conducts oneself in a civil and honorable manner; treats witnesses, opponents, colleagues and public with courtesy and respect.

Minimum Training and Experience Guidelines:

Licensed to practice law in North Carolina.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.

May 2006